

**CHAMBERS PROCEDURES: JUDGE ELIZABETH E. BROWN  
UNITED STATES BANKRUPTCY COURT, DISTRICT OF COLORADO**

**Telephonic Appearances for Courtroom F Hearings before Judge Brown**

The Bankruptcy Court allows parties the privilege of appearing at brief, non-evidentiary hearings by telephone. This is intended to save the parties and counsel time and the expense of parking downtown, as well as avoiding security screenings. However, please do not abuse this privilege.

**DO's and DON'Ts:**

1. **Be prompt** for hearing by dialing into the conference bridge line a few minutes before the scheduled hearing time. A staff member will take role and then connect you “live” to the courtroom. Please be patient and avoid saying anything you would not want the judge and opposing counsel to hear.
2. **Consider coming to Court in person whenever** your matter is more important than a scheduling conference or the like. You would be surprised how much better you are able to communicate with opposing counsel when you meet face-to-face. The Court finds many matters settle in the minutes before or after a hearing simply because both counsel are present. You will also be able to “read” the Judge’s expressions to gauge whether your arguments are convincing or not.
3. **Dial in only from a “land line.”** Don’t use a cell phone or a speaker phone. They are not compatible with the government equipment. They will create loud noise feedback and a terrible echo effect. If you violate this requirement, the Court may drop you from the call at any time.
4. **Telephonic appearance is only allowed for a *non-evidentiary* presentation.** If counsel or a party intend to present evidence through witnesses or documents, they must be present in the courtroom. The Court does not allow telephonic testimony by witnesses either. Video testimony *may* be permitted with the permission of the Court or consent of all parties. If an attorney wishes to “observe” at an evidentiary hearing by listening on the telephone, the attorney may request permission to do so in advance of the hearing.
5. **No recording of telephonic hearings is permitted.** You may, however, request a copy of a transcript of a hearing.
6. **Dial in from a Quiet Environment.** We have been surprised over the years to hear loud, distracting background noise of all forms, including a rooster crowing, a toilet flushing, hold music, attorneys speaking with their clients, and the like. If you cause noise distractions, the Court will drop you from the call.
7. **Allow the Court to interrupt you.** Courtroom time is limited and, therefore, precious. The Court may have many matters to hear on the docket. Therefore, the Court may and likely will interrupt you to ask questions or to redirect the focus of your arguments. Listen for the Court’s attempts to interrupt as it can be more difficult to hear these on the telephone.